

28 January 2009

MEMORANDUM

TO: Interested Parties
FROM: Minh Ta, Legislative Director - Congressman Keith Ellison
SUBJECT: Project Funding Guidance for FY 2010 Appropriations Bills

Introduction

Seeking a federal appropriation for projects is a highly competitive process. Of particular note, for FY2010 submissions, there are several additional congressional rules to which our office must adhere and that will guide the Congressman's submissions. Therefore, to assist you in your submissions, we are including articles that highlight details related to the appropriation submission process. [Please see attached]

Submitting a Request

Our office will evaluate thoroughly each complete request received to determine project priorities. A select number of proposals will be forwarded by the Congressman to the relevant appropriations subcommittee by a deadline set by that subcommittee. *The Congressman enthusiastically supports projects from Minnesota's Fifth District and, when appropriate, projects benefiting other parts of the state. However, please bear in mind that making a request to our office does not guarantee that the Congressman will submit a request on your organization's behalf.*

Our office deadline for the submission of potential FY10 appropriations requests is **COB on 25 February 2009**. Requests submitted to our office after this date will NOT be considered for the FY10 cycle. Please feel free to submit requests before the deadline.

You can access the appropriations request form via Congressman Ellison's website, under the Services tab, or you may contact the POC listed below to send you the link. Print a blank copy to assist you with gathering the required information. Once completed, print another copy for your records and then hit the "submit" button at the bottom. The contents of the form will be automatically emailed to our office. If you choose to send additional background information (e.g. signed letter from requesting organization), note that materials will be received most quickly if sent as email attachments. Materials sent via postal mail can take up to two weeks to reach our office due to security screening.

Each appropriations bill is considered by the House at different times throughout the late spring and summer. Some bills include member projects while others do not. Because the appropriations bills are negotiated between the House and Senate, requesting that your project also be submitted by a Senate sponsor is advantageous to ensuring that your appropriations request is successful. You will be notified by late June if a request was submitted on your behalf.

Contacts

Feel free to email any questions related to this process or your submissions to Ellison2010approps@gmail.com. The appropriations contacts are Allison Bowden (allison.bowden@mail.house.gov or 202-225-4755) in our DC office or in the Minnesota office Darlynn Benjamin (darlynn.benjamin@mail.house.gov or 612-522-1212).